

BOB RILEY  
GOVERNOR

# State of Alabama Alabama Department of Corrections



DONAL CAMPBELL  
COMMISSIONER

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Montgomery, AL 36130

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August 11, 2004

ADMINISTRATIVE REGULATION  
NUMBER 300

OPR: I & I

## INVESTIGATIONS AND INTELLIGENCE DIVISION

### I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for the Investigations and Intelligence Division.

### II. POLICY

The policy of the ADOC is to conduct all investigations in a fair and impartial manner, maintain confidentiality in all investigations, and protect the constitutional rights of all individuals subjected to investigation.

### III. DEFINITION(S) AND ACRONYM(S)

- A. Normal duty hours: 8am to 5pm, Monday through Friday, excluding holidays.
- B. I & I: Investigation and Intelligence Division.
- C. Serious physical injury: Physical injury which creates a substantial risk of death, or which causes serious and protracted disfigurement, protracted impairment of health, or protracted loss or impairment of the function of any bodily organ.

### IV. RESPONSIBILITIES

- A. The Director of the Investigations and Intelligence (I & I) Division shall be responsible only to the Commissioner/designee for the administration and supervision of the Division on accordance with the provisions of this AR.

- B. The Assistant Director shall assist in the supervision of I & I personnel and shall perform investigative, administrative, and other duties as assigned by the Division Director.
- C. The I & I Division shall thoroughly investigate all reported violations of law to include misdemeanors, felonies, and internal affairs relating to ADOC employees, inmates, institutions, and divisions as directed by the Commissioner/designee or requested by a Warden/Director.

**V. PROCEDURES**

- A. During normal duty hours, the following type incidents are to be reported to the I & I Division by the institutional officials as soon as practicable after the incident occurs. After normal business hours, the investigator on-call will be notified through the regional Central Control, in region where the incident occurred. (See AR 302, Incident Reporting.
  - 1. All inmate deaths.
  - 2. Assault of inmate involving serious physical injury and hospitalization.
  - 3. Use of force by an officer or employee resulting in serious physical injury to the inmate.
  - 4. Assault by inmates upon correctional personnel or an employee resulting in serious physical injury or death.
  - 5. Escapes where force or violence occurred, hostages were taken, firearms or other weapons were used, or where external or internal assistance was known or suspected to have been afforded the escapee(s).
  - 6. Incidents as required by the ADOC AR 302.
- B. Investigation of the above listed incidents will be initiated immediately by the I & I Director and investigative reports will be distributed as follows (Refer to Annex A and B):
  - 1. Commissioner or designee.
  - 2. Deputy Commissioners or Institutional Coordinator, as appropriate.
  - 3. District Attorney of county having jurisdiction.
  - 4. Other law enforcement agencies and courts, as deemed necessary or required by law.

5. Other persons or agencies as determined by the I & I Director.
- C. Copies of medical reports, treatment log, and any other medical documentation will be attached to all ADOC Form 601(s), Incident Reports, when injuries to officers, employees, or inmates occur, regardless of the extent of injuries.
- D. Statements from officers, employees, inmates, and/or other witnesses having knowledge, will be attached to the incident report(s) when a serious incident occurs or one involving serious physical injury.
- E. ADOC Form 602, Incident Report Continuation Sheet, will be used if additional space is needed to complete the report.
- F. The I & I Division shall:
  1. Investigate/conduct all investigations utilizing those investigative techniques and procedures applicable and coordinated with other law enforcement agencies having jurisdiction as necessary.
  2. Investigate all violations of law otherwise discovered, and where applicable, refer such violations to the District Attorney having jurisdiction.
  3. Keep accurate records of all reported incidents of violence, assaults, and other offenses punishable under the laws of Alabama along with the final disposition of such incidents.
  4. Conduct internal affairs investigations as directed by the Commissioner/designee. The Deputy/Associate Commissioners and Wardens may make requests for internal affairs investigations. When such requests occur, the I & I Director will initiate the investigation and notify the Commissioner of the person requesting the investigation and the nature of the investigation.
  5. Conduct escape monitoring and ensure all reasonable and practical means are employed to effect the capture of escapees.
  6. Conduct pre-employment investigations of candidates for employment when requested by the Director of Personnel.
  7. Conduct other investigations and assignments as directed by the Commissioner/designee.

## **VI. DISPOSITION**

Any forms will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

**VII. FORMS**

There are no forms prescribed in this regulation.

**VIII. SUPERCEDES**

This regulation supercedes AR 300, dated August 28, 1985.

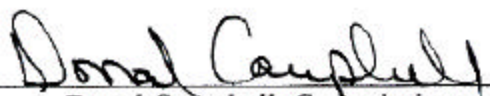
**IX. PERFORMANCE**

Code of Alabama 1975, 14-3-9.

**ANNEX(s):**

Annex A – Internal Investigations Distribution List

Annex B – ADOC Investigations and Intelligence Division Report Distribution

  
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Donal Campbell, Commissioner

## **INTERNAL INVESTIGATIONS DISTRIBUTION LIST**

I & I INTERNAL AFFAIRS INVESTIGATIVE REPORTS WILL BE DISTRIBUTED AS FOLLOWS:

- *COMMISSIONER OR HIS DESIGNEE.*
- *DEPUTY COMMISSIONERS OR INSTITUTIONAL COORDINATOR AS APPROPRIATE.*
- *DISTRICT ATTORNEY OF COUNTY HAVING JURISDICTION IF INCIDENT INVOLVES CRIMINAL CONDUCT.*
- *ADOC OFFICIAL THAT REQUESTED THE INVESTIGATION.*
- *INVESTIGATIONS THAT INVOLVE CENTRAL OFFICE PERSONNEL WILL BE DISTRIBUTED ONLY TO THE COMMISSIONER OF CORRECTIONS.*



# ALABAMA DEPARTMENT OF CORRECTIONS INVESTIGATIONS AND INTELLIGENCE DIVISION REPORT DISTRIBUTION

*\* NAME OF OFFICIAL (S) RECEIVING DOCUMENTS*

COMMISSIONER-

DEPUTY COMMISSIONER\* \_\_\_\_\_

INST. COORDINATOR- \* \_\_\_\_\_

WARDEN- \* \_\_\_\_\_

OTHER ADOC STAFF- \* \_\_\_\_\_

DISTRICT ATTORNEY- \* \_\_\_\_\_

ADOC MEDIA- \* \_\_\_\_\_

OTHER- \* \_\_\_\_\_

**NOTE: COMPLETE NAME SECTION IF APPLICABLE**

**INVESTIGATION TYPE**

CRIMINAL INTERNAL INT/CRIM

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Annex B to AR 300